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ADM-4

18 December 1963
DD/S&T 2465-63

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Space Requirements for Office of the DD/S&T

1. This memorandum contains a recommendation to the Deputy Director (Support) for action to assign additional and more adequate space for use by the Office of the Deputy Director for Science and Technology.

2. Office space for the use of the DD/S&T and his staffs will approximate a total [redacted] when the last scheduled move takes place in January 1964. This total represents the same approximate amount of space that had been allocated to the previous Office of the DD/R. Certain small additions of office space and relocation of facilities, e. g., Registry, have changed the total picture only slightly since DD/S&T was created on 5 August 1963.

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3. The current space allocation for the Office of the DD/S&T increasingly proves unsatisfactory, both in quantity and adequacy. The current Table of Organization for the Deputy Director's office and staffs calls for [redacted] should be housed in one main allocation. The balance [redacted] are assigned to COMOR and should retain their current space in close proximity to the Office of Special Activities.

4. Specific deficiencies in the amount of space currently available to us include, but are not limited, to the following:

- a. quantitative lack of working office space for staff officers;

Excluded from automatic
downgrading and
declassification

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- b. insufficient and inadequate space for senior ranking Directorate officers (GS-18s);
- c. lack of any space for conducting secure interviews with numerous industrial and institutional actual or potential contractors;
- d. lack of any space for assignment to members of the DCI's Scientific Advisory Committee;
- e. inefficient location of DD/S&T Registry with resultant withholding of action to properly secure it physically, pending resolution of over-all space problem being raised; and,
- f. lack of available contiguous space to house staff members.

5. We have carefully and conservatively calculated the additional space and specific requirements that will be needed in order to adequately house the number of people involved. The total, plus the planned utilization of the total, and the necessary special requirements are listed on the attachment. This approximates all of which is justified in the attachment. We feel it not proper for us to make recommendations as to a proposed location for this space in the Headquarters building. However, it is essential that any such space be situated with relatively easy access to the central elevator which services the Director's immediate office. This suggestion, obviously, is based on the assumption that space is not available on the 7th Floor. The requirement, however, does eliminate the assignment of space at the extremities of the first floor.

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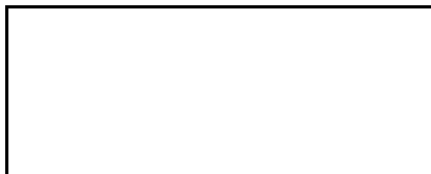
6. We are not unmindful of the difficulties, inconveniences, and expense involved in levying upon you this requirement. The simple fact of

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the matter, however, is that the headquarters of this Directorate can no longer efficiently or securely conduct its responsibilities within our current space allocation. We will be more than happy to discuss any of the details with you or your representatives at your convenience and will endeavor to be as malleable as possible in adhering to our requirements in light of possible solutions you may devise.

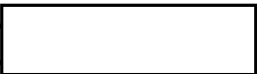



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**Executive Officer
Deputy Director
(Science and Technology)**

Attachment

Distribution:

orig. & 1 - addressee
1 - 
1 - 
2 - DD/S&T Registry
1 - Chrono

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